PUBLICATIONS AND DIRECTIVES

What is a directive?

- Written communication that incorporates one or more of the following:
- 1. Establishes or revises policy.
- 2. Delegates authority or assigns responsibility.
- 3. Assigns a mission, function or task.
- 4. Issues plans or programs; establishes/disestablishes/relocates organizations

- 5. Establishes reporting requirement, imposes maintenance and disposition or records.
- 6. Directs courses or action or conduct; regulates admin practices.
- 7. Establishes a procedure, standard, guide or method of performing a duty.
- 8. Makes a modification/change to or cancels a directive.

TYPES OF DIRECTIVES

- ORDER- Directive of continuing authority and a permanent reference. May remain in effect for up to 9 years or until revised or canceled. There are two types:
  - Letter-Type Order- Similar in format to that of a naval letter. Used periodically and may contain a given cancellation date.
  - Manual- Type Order- Divided into chapters. Sections and parts. Used in day-to-day functions.

TYPES OF DIRECTIVES CONT'D

Bulletin- Directive of a one-time or brief term. Has the same force as an order. Must have a self-canceling provision. Normally remains in effect for up to 12 months, but MAY NOT remain in effect for any longer.

RESPONSIBILITIES OR THE DIRECTIVES CONTROL POINT

- Revise when an order has 10 changes!
- Revise when 9 years old: but do not republish for that reason.
- Review your directives on their anniversary or at a set time each year.
- Stock your directives in adequate supply.

- A copy of each directive or respective locator sheet, issued by the command or received from higher authority, will be filed in the command’s master directive file.

- House the directives in three-ring binders of 2 inch capacity.

- File printed copies of directive apart from the correspondence files. File by command. SSIC (latest bulletins in front of orders in same SSIC); or interfile by SSIC and then in command seniority.

ORDERING AND DISTRIBUTION OF PUBLICATIONS

- CATALOGUE OF PUBLICATIONS (NAVMC 2761)
  - Quarterly list of Pubs (current/canceled)
  - Chap 1-Non-technical Pubs
  - Chap2-USMC Directives by SSIC

PUBLICATION LIST (PL)

MCO P5600.31 (pubs and printing regs)

ORDERING AND DISTRIBUTION OF PUBLICATIONS

- Marine Corps Publications Distribution system (MCPDS)
- Pubs may be requisitioned directly from the stock point on-line using 3270 access
- Individual Activity code (IAC)
  - Number assigned by CMC
- Publication Control Number (PCN)
  - Numerical code assigned to each Pub